

DEPARTMENT OF DEFENSE (DoD) CHIEF INFORMATION OFFICER

INFORMATION TECHNOLOGY EXCHANGE PROGRAM (ITEP)

DoD ITEP Toolkit

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Introduction to ITEP

Program Background

The IT Exchange Program, or “ITEP,” was established by Congress in Sections 209(b)(6) and (c) of the E-Government Act of 2002, Public Law 107-347, which amended title 5, United States Code (U.S.C.), to add Chapter 37, Information Technology Exchange Program. The ITEP, which is implemented through regulations in title 5, United States Code of Federal Regulations (CFR), Part 370, authorizes Federal agencies to detail high performing information technology management civilian employees to private sector organizations and to accept comparable information technology management employees detailed from the private sector. ITEP is not a 1-for-1 exchange of personnel, but rather an opportunity for the exchange of knowledge, experience and skills between the public and private sectors. Organizations may participate in three ways: lending personnel from their activity, engaging personnel for their organization, or participating in both the outbound and inbound aspects of the program.





This program provides a unique opportunity for DoD and the private sector to share best practices and gain a better understanding of each other’s IT management practices. In addition, ITEP can be used to improve the IT competencies and skills of exceptional employees from the federal civilian information technology management workforce and their peers from the private sector. The Office of Personnel Management (OPM), in coordination with the Federal Chief Information Officers Council, has developed implementation policy and processes to assist agencies in using ITEP within their respective organizations. Within the Department of Defense, the Office of the DoD Chief Information Officer (CIO Management Services Directorate) is responsible for implementation of ITEP.

The IT Exchange Program applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense.

This toolkit provides guidance for ITEP implementation within the Department of Defense. The heads of the Military Departments, the Office of the Inspector General of the Department of Defense, the Defense Agencies and DoD Field Activities; and other organizations within the

Department of Defense with independent appointing authority for themselves and their serviced organizations (hereafter referred to as “Implementing Organizations,” are authorized to establish IT Exchange Programs to detail exceptional DoD civilian Information Technology Management (ITM) employees to the private sector and/or accept ITM personnel details from private industry to their organizations. The Washington Headquarters Service (WHS) is responsible for providing implementation procedures for the Office of the Secretary of Defense and other activities not listed above.

Program Highlights

ICON KEY	
	Key Program Elements
	Personnel Requirements
	Website Resources
	Required Documents/Reports

The “icon key” can be used to identify various program aspects of ITEP discussed within this toolkit. Key program elements which must be completed by each organization participating in the IT Exchange Program are the Implementing Organization Plan and the Three-Party Agreement. Personnel requirements describe the type of individual eligible for ITEP and the associated documentation. Helpful website resources are provided and a description of required reports is also included.



Agency Plan

The DoD CIO ITEP Toolkit and collective Implementing Organizations’ ITEP Plans constitute the overall Department of Defense Agency Plan.

Implementing Organization ITEP Plan

Implementing Organizations must each establish a DoD Implementing Organization ITEP Plan before they may participate in a detail under 5 CFR, Part 370. The following items must be featured within the Implementing Organization’s ITEP Plan:

- Purpose and goals of the program.
- Designate who is authorized to review and approve ITEP assignments
- Estimate the number of ITEP participants (both DoD and private sector) needed to satisfy the Implementing Organization’s IT needs and provide brief justification for the estimate
- Describe how program will be announced within the Implementing Organization
- Identify eligibility requirements (consistent with 5 CFR, Part 370)
- Establish criteria and procedures for identifying and selecting top performing employees which must include supervisor’s endorsement as part of application process
- Identify terms and conditions for individuals participating in the program

- Specify return rights and obligations for agency employees selected for detail
- Specify length of details and termination rights
- Establish and enforce documentation and record keeping requirements sufficient to trace all actions under this program

A sample Implementing Organization ITEP Plan is included in Chapter 2.

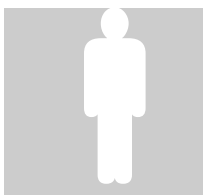


Three-Party Agreement

Before any personnel detail begins, the Implementing Organization, private sector organization, and ITEP participant must complete a written three-party agreement which describes the rights, responsibilities and other terms of the agreement. Mandatory items for inclusion in the written agreement include:

- Detailee information
- Implementing Organization and private sector organization individuals who are parties to the agreement
- Detail description , duration and rationale for extensions
- Individual Development Plan for the ITEP participant
- Name and title of supervisor while on ITEP detail and a description of the supervision exercised over the position
- A continued service obligation clause
- Re-entry rights
- Procedures for termination of the agreement
- Obligations and responsibilities of all parties to the agreement as described in 5 U.S.C. 3702 through 3704.

Chapter 3 provides sample Three-Party Agreement forms for DoD employees detailed to a private sector organization and private industry employees detailed to a DoD organization. These sample documents include all OPM-required elements, described in full.



Personnel Requirements

DoD Personnel: ITEP is open to DoD civilian employees, GS-11 and above (or equivalent), who are high performing employees and who are working in the Information Technology Management (ITM) field. Information Technology Management is the planning, organizing, staffing, directing, integrating or

controlling of systems and services used in the automated acquisition, storage, manipulating, management, movement, control, display, switching, interchange, transmission, assurance or reception of information. Information technology includes computers, networks, components, peripheral equipment, software, firmware, services and related resources.

An exceptional or high performing employee is an individual who is rated at the higher levels of the applicable performance appraisal system and demonstrates sustained quality performance. This individual will be a representative of both the Implementing Organization and the Department of Defense while in the private sector. Implementing Organizations should target highly motivated, disciplined employees who can be expected to assume increased responsibilities within their organization in the future.

Private Sector Personnel: Private sector individuals desiring to participate in ITEP must already be working in the ITM field and must be currently employed by an organization interested in fulfilling the key program element requirements previously discussed above. They must be U.S. citizens and may be required to hold a security clearance, depending on the nature of the detail.

Private sector individuals are also expected to be top performing employees. Employees who participate in a personnel detail within DoD are bound by federal and DoD regulations regarding personal conduct, security requirements and ethical behavior.

Length of Assignment: Personnel assignments under ITEP can be 3 months to 1 year in length, with extensions in 3-month increments, for a total of not more than 1 additional year. Under the current E-Government guidance, ITEP is only authorized through 2007, thus initial details or new extensions may not be approved after December 17, 2007. Individuals serving on details prior to December 17, 2007, may continue to do so if the detail began or was extended on or before December 17, 2007.

Continued Service Obligation. DoD employees are required to return to their employing organization upon completion of the detail for a time period equal to the length of the detail, plus any extensions. Private sector organizations will determine the continued service requirements for their employees who participate in an ITEP personnel detail.

Payment of Salary and Allowances. Typically, the lending organization has full responsibility for payment of all salary and allowances to their employees participating in an ITEP assignment. However, a private sector employee assignment to DoD may be made with reimbursement to the lending private sector organization for the employee's pay and benefits during the personnel detail, subject to 5 U.S.C. 3704. Both the ITEP DoD and private sector employees are entitled to all benefits afforded to similar employees of their respective lending organizations, including medical care, according to subscribed plans and Worker's Compensation for injuries sustained in the line of duty.



Website Resources

DoD ITEP Program: The Office of the DoD Chief Information Officer (CIO) has established a website, www.defenselink.mil/nii/itep, which can be used to assist Implementing Organizations in establishing/implementing an ITEP program. This website contains policy documentation, an ITEP Implementation Toolkit, and links to the other websites described below:

OPM: The Office of Personnel Management has promulgated ITEP federal regulations, frequently asked questions and other ITEP program highlights which can be found at their website, <http://www.opm.gov/leader/hrd/lead/itep/overview.asp>.

Federal Agencies Participating in ITEP: A listing of current federal agencies participating in ITEP and point of contact information can be found at www.usajobs.opm.gov.

Private Sector Organizations Participating in ITEP: The Industry Advisory Council, a broadly based organization of IT professionals representing private sector firms with government information resource management capabilities, is providing marketing capabilities for private industry ITEP participants at www.actgov.org/itep. Implementing Organizations may use this website as a resource or use other industry ties established to identify organizations and individuals appropriate for ITEP exchange opportunities.



Required Documents/Reports

In addition to the Implementing Organization ITEP Plan and Three-Party Agreement previously discussed, each employee participating in ITEP must have an individual development plan and each Implementing Organization must report semi-annually on all ITEP participants within their organization.

Individual Development Plan (IDP). Each ITEP participant must have an IDP as part of the written agreement. The IDP will describe the core IT competencies and technical skills that the detailee is expected to enhance or acquire. A sample IDP is included in Chapter 3.

Financial Disclosure Statement. In accordance with the Ethics in Government Act of 1978, private sector employees may be required to complete a financial disclosure statement prior to commencing their ITEP assignment dependent on the duties and responsibilities of their detail position within DoD.

Semi-Annual Participation Report. Implementing Organizations who participate in ITEP must submit a semi-annual report to the Office of the DoD CIO each March 31st and September 30th which describes the total number of individuals assigned to and from each Implementing Organization during the preceding 6-month period; the names and organization to or from which each individual was assigned; the respective positions to and from which the individual assigned; the duties of each position and the duration and objectives of each detail. The format for the report is shown in Appendix A.

Conformance to Small Business Detail Requirements. Implementing Organizations who assign five or more of their employees to ITEP details in a given year must ensure that at least 20% of their detailees are sent to small businesses. Implementing Organizations must round up when calculating this percentage (e.g., if an Implementing Organization makes 11 assignments within a year, 3 of them would have to be made to small businesses). Implementing Organizations that fail to comply with this requirement shall submit a report explaining their non-compliance within 90 days at the end of the year to the DoD Chief Information Officer.

For the purpose of the Small Business detail requirement, the year runs from December 17th through the next December 16th.

Summary of ITEP Process

While there are some initial start-up actions required prior to implementing ITEP, the actual process is straightforward. Appendix B summarizes the processes for lending DoD employees to a private sector organization for an ITEP detail or engaging private industry employees for detail within DoD. All steps identified in Appendix B are required.

DoD Implementation Policy

The DoD Chief Information Officer, in coordination with the Under Secretary of Defense for Personnel and Readiness (USD (P&R)), is responsible for career development oversight for DoD's IT workforce. ITEP implementation procedures were developed in cooperation with USD (P&R). The ITEP implementation policy memorandum can be found in Appendix C. For additional information regarding the policy and the implementing documentation, contact Ms. Lois Gruendl at 703-604-1489 x155, or Mr. Ned Kieloch, 703-604-1489 x108.

The Implementing Organization ITEP Plan

Each Implementing Organization participating in ITEP must develop a plan which describes the strategic objective of the program and the return on investment expected. Included in the plan is an estimate of the Implementing Organization's total anticipated participants from both the lending and engaging organization's perspective (i.e., DoD employees sent to private industry and industry employees detailed to DoD). Implementing Organizations may use ITEP to foster the exchange of best practices in IT Management and to give private sector organizations the opportunity to observe how defense organizations work with their counterparts to achieve mission requirements. In addition, Implementing Organizations may use ITEP as a vehicle to help close critical IT skill gaps within their organizations and to provide professional development opportunities for their best and brightest ITM employees.

The benefits to the DoD Implementing Organization and the private sector organization are the primary considerations in initiating details. Details shall not be made to circumvent personnel ceilings or to substitute for other more appropriate personnel decisions or actions. Further, details under the ITEP shall not be predicated on the desires or personal needs of employees. All approved details should align with the strategic goals and Information Technology Human Capital Plan of the DoD Implementing Organization.

Each Implementing Organization's ITEP Plan will include procedures for identifying and selecting ITEP participants and will also designate the individual authorized to approve ITEP personnel details. The program must be announced to all eligible employees.

Personnel assignments under ITEP can be 3 months to 1 year in length, with extensions in 3-month increments, for a total of not more than 1 additional year. In accordance with 5 U.S.C. Part III, Subpart B, Chapter 37, there is a lifetime limit of 6 years on the total number of years a Federal employee may be detailed under this part. However, heads of Implementing Organizations or their designees may request a waiver of this provision from the OPM through the DoD Civilian Personnel Management Service.

Heads of DoD Implementing Organizations or their designees are responsible for identifying the expectations of the detail assignment and for reviewing and approving the detail assignment. The E-Government Act of 2002, which authorized the IT Exchange Program, anticipates that individuals detailed under the ITEP shall assume increased responsibilities in IT management after returning to their parent organization.

TOOLKIT FOR DOD ITEP IMPLEMENTATION

OPM has established guidelines on specific information which must be included in an Implementing Organization ITEP Plan. The sample plan shown here incorporates all required elements. A template for the sample plan may also be found online at www.defenselink.mil/nii/itep.

Sample Implementing Organization ITEP Plan

DoD Information Technology Exchange Program (ITEP) Implementing Organization Plan for

(DoD Implementing Organization Name)

1. Purpose: To promote the interchange of DoD and private sector workers to exchange knowledge on IT best practices and to enhance skills and competencies in information technology to deliver Government information and services.

2. Definitions: The definitions under 5 CFR Part 370, Section 370.102, apply.

- DoD employee is the DoD ITEP participant.
- Private sector employee is the private industry participant.
- Lending organization is the organization from which the DoD employee or private sector employee is detailed.
- Engaging organization is the organization to which the DoD employee or private sector employee is detailed.
- DoD Implementing Organizations are the heads of the Military Departments, the Defense Agencies and DoD Field Activities; the Office of the Inspector General of the Department of Defense; and other organizations within the Department of Defense with independent appointing authority for themselves and their serviced organizations.

3. Strategic goal (as aligned with the DoD Implementing Organization's human capital planning for its IT workforce): To enhance industry awareness of DoD strategic IT objectives and to close skill gaps in critical IT skill sets required to achieve a network-centric force with increased efficiency and effectiveness across defense operations, intelligence functions, and business processes.

4. DoD Implementing Organization's approving official: John Doe, Executive Director, Information Technology, (703) xxx-xxxx; john.doe@xxxx.xxx.mil

5. DoD Implementing Organization's projected ITEP requirements for FY 2006:

- As a lending organization:
 - xx Information Technology Specialist(s) (Information Assurance)
Justification: To improve skill sets in emerging tools and best practices in intrusion detection and prevention.
- As an engaging organization:
 - xx Information Technology Specialist(s) (Data Management)
Justification: To enhance DoD awareness of technologies available to implement enterprise level net-centric data sharing programs within the Department.

- xx Information Technology Specialist(s) (Enterprise Architecture)

Justification: To enhance DoD capabilities in wireless architecture and technical design and solutions.

6. Eligibility:

DoD Employees:

- GS-11 through GS-15 DoD career or career conditional (or permanent appointment of equivalent tenure in the excepted service) employees or Career Senior Executive Service (SES) members in information technology management positions;
- Received a higher level rating, e.g., Exceeds expectations, on most recent performance appraisal; and
- Demonstrates potential to assume increased information technology management responsibilities.

Private Sector Employees:

- Top performing private sector employees in information technology management positions employed in organizations registered in the Central Contractor Registration Database located at <http://www.ccr.gov> or fall within one of the exceptions in section 4.1102 of the Federal Acquisition Regulation. *Note:* Non-profit organizations and academic organizations are not private sector organizations for purposes of the ITEP;
- Meets citizenship requirements in accordance with 5 CFR 7.3 and 338.101 and any other statutory limitations; and
- Where security clearances are required, possess a current security clearance at the level designated for the position.

7. Duties to be performed: (Implementing Organizations' agreements will include a brief description of the organization of the detail and the duties to be performed).

8. Length of details: Employees will be detailed for not less than 3 months or more than 12 months, with the opportunity for four 3-month extensions not to exceed 24 months in total. In accordance with 5 U.S.C. Chapter 37, there is a lifetime limit of 6 years on the total number of years a Federal employee may be detailed under this part.

9. Expiration of ITEP authority: New ITEP details or extensions on existing details may not be approved after December 17, 2007. An individual serving on a detail or extension which commenced on or before December 17th, may complete the assignment in full.

10. Terms and conditions of the ITEP:

DoD employees

- Retain employee rights and benefits associated with their status, e.g., leave accrual; promotion consideration; retirement benefits; health, life and long-term care insurance benefits; and pay increases;
- Retain coverage for purposes of the Federal Tort Act and injury compensation described in 5 U.S.C. Chapter 81; and
- Are subject to any action that may impact the employee's position while he/she is detailed.

Private sector employees

- Do not have any right or expectation for DoD employment solely on the basis of the ITEP detail;
- May not have access to trade secrets held by DoD or any nonpublic information that is of commercial value to the private sector organization from which he or she is detailed;
- Are subject to any new or amended encompassing regulations as prescribed by the President, DoD, or engaging organization;
- Are covered by 5 U.S.C. Chapter 81, Compensation for Work Injuries, as provided in 5 U.S.C. 3704(c);
- Are employees of the DoD Implementing Organization for purposes of:
 - suitability, security and conduct (5 U.S.C. Chapter 73);
 - sections 201, 203, 205, 207, 208, 209, 603, 606, 607, 643, 654, 1905, and 1913 of title 18;
 - sections 1343, 1344, and 1349(b) of title 31;
 - the Federal Tort Claims Act and any other Federal tort liability statute;
 - the Ethics in Government Act of 1978;
 - section 1043 of the Internal Revenue Code of 1986; and
 - section 27 of the Office of Federal Procurement Policy Act.

11. Supervision of ITEP detailees: DoD or private sector employees detailed under Part 370 may be supervised by either DoD or private sector managers, as applicable.

12. Charge for private sector pay and benefits: A private sector organization may not charge the DoD Implementing Organization, as direct or indirect costs under a DoD contract, for the costs of pay or benefits paid by that private sector organization to an employee detailed to a DoD Implementing Organization under 5 CFR 370.

13. Business, training and travel expenses: Typically, the engaging organization shall pay for any business, training and travel expenses incurred by the employee while on ITEP assignment. The employee shall provide vouchers and all supporting receipts to the engaging organization for review and approval.

14. Selection process for DoD participants: *(Note: The selection process that follows is an example only.)* The ITEP will be announced through a written agency data call announced by a tasking memorandum or email. The data call facilitates planning and scheduling for both employees and the lending and engaging organizations. Procedures in the selection process include:

- The data call shall be issued by (DoD Implementing Organization).
- The application package must include:
 - Resume.
 - Current Individual Development Plan (IDP).
 - Copy of most recent performance appraisal.
 - Employee Supervisor's endorsement.
- Applications received after published suspense dates will not be considered.
- Applications will be forwarded to: _____

- A panel comprised of _____ will review all application packages and forward recommendations to the Implementing Organization head, his/her designee or a designated review board (if used by the Implementing Organization) for final selection. The Board will consider:
 - Extent to which employee's current competencies and skills are being utilized in the organization;
 - Employee's capability to improve, enhance, or learn skills and acquire competencies needed by the organization; and
 - Benefits to the Implementing Organization which would result from selecting the employee for detail.
- Applicants selected to represent the Implementing Organization in the ITEP developmental assignments will be identified in priority order in preparation for forwarding to the private sector organization as ITEP assignments become available.
- As a condition for participation in the ITEP, the employee must sign a three-party written agreement with the lending and engaging organizations that must include:
 - the duties to be performed, duration of detail, and rationale for extension of detail (if an extension is requested);
 - an individual development plan describing the core competencies and technical skills that the DoD employee or private sector employee will be expected to enhance or acquire;
 - name and title of the ITEP supervisor and a description of the supervisory controls for the assignment;
 - a continued service obligation clause, in the case of DoD employees, requiring the employee(s) to return to their employing agency upon completion of the detail for the period equal to the length of the detail, including any extensions; and
 - the obligations and responsibilities of all parties as described in 5 U.S.C. 3702 through 3704.
 - Any signatory to the three-party agreement may terminate the agreement after giving prior written notice of not less than 30 days.

15. Employee performance: The private sector employee, the DoD Implementing Organization, and the DoD employee all agree that the participating employee(s) must maintain a satisfactory level of performance. Failure to maintain satisfactory performance will result in termination of the detail.

16. Return to DoD Implementing Organization and continuing service requirements: The employee shall return to the lending organization to the position of record at the time of return.

As a condition in the written agreement, participating employees agree to return to their employing organization upon completion of the detail for the period equal to the length of the detail, including all extensions.

17. Termination of detail: Details may be terminated by the DoD Implementing Organization or private sector organization for any reason at any time.

18. Reporting requirements: Implementing Organizations will submit semiannual reports to the Office of the DoD Chief Information Officer (CIO Management Services Directorate) in accordance with 5 U.S.C. 3706. Reports are due no later than March 31st and September 30th of each year for the immediate preceding 6-month periods ending March 31st and September 30th, respectively.

- The semiannual reports must include:
 - The total number of individuals detailed to, and the total number of individuals detailed from the DoD Implementing Organization during the reporting period;
 - A brief description of each detail reported upon, including:
 - the name of the detailed individual, and the private sector organization and the Implementing Organization (including the specific bureau or other organization) to or from which such individual was detailed;
 - the respective positions to and from which the individual was detailed, including the duties and responsibilities and the pay grade or level associated with each; and
 - the duration and objectives of the individual's detail.
- In accordance with 5 U.S.C. 3703(e)(1), 20 percent of new details made to private sector organizations each year must be to small business concerns. Implementing Organizations that do not meet the 20 percent requirement with small business concerns, must prepare and submit an annual report to the DoD Chief Information Officer.

The Three-Party Agreement

Before an ITEP detail begins, the Implementing Organization and private sector organization must enter into a written agreement with the individual detailed. The written agreement must be a three-party agreement which is signed by the Implementing Organization authorizing official, the private sector organization authorizing official, and the employee (either DoD or private sector). There are specific terms and conditions which must be addressed in the agreement and they differ for DoD versus private sector employees. This chapter contains both a sample of a DoD Implementing Organization to Private Sector Agreement and a Private Sector to Implementing Organization Agreement. All required elements dictated by the Office of Personnel Management are included in these sample agreements. The ITEP agreement templates may also be found online at www.defenselink.mil/nii/itep.

The statutes cited in the three-party agreement address several key laws governing personal conduct, security requirements, and ethical conduct. Additionally, there are restrictions regarding sharing of confidential or contract-related information. The agreements contained in this toolkit make the completion of a separate non-disclosure statement unnecessary. Appropriate legal counsel is required to review each written agreement as provided for in the ITEP process at Appendix B.

As part of the three-party agreement, each detailee must have an individual development plan (IDP) which describes the core IT competencies and technical skills which are the focus of the ITEP assignment. While Implementing Organizations are not required to use the sample IDP shown here, this IDP contains all OPM-required elements as well as all information that is required to complete the semi-annual ITEP report.

SAMPLE DoD Implementing Organization to Private Sector Agreement

INFORMATION TECHNOLOGY EXCHANGE PROGRAM (ITEP) AGREEMENT UNDER 5 U.S.C. CHAPTER 37 AND 5 CFR PART 370 AMONG

DoD Implementing Organization

(Lending Organization)

AND

XYZ Company
(Engaging Organization)

AND

John Doe, IT Specialist (Information Security), GS-2210-13, (703) xxx-xxxx
(DoD Civilian Employee's Name, Title, Series, Grade (or Equivalent) and Phone Number)

Lending Organization Name/Address:

Civilian Personnel Management Service
1400 Key Blvd
Arlington, VA 22209-5144

Engaging Organization Name/Address:

XYZ Company
1250 Eisenhower Avenue
Sterling, VA 23222-2939

Name and Title of Responsible Official:

John Doe, Director

Name and Title of Responsible Official:

Jane Doe, Chief of Federal Relations

E-mail Address:

john.doe@xxxx.osd.mil

Phone:

(703) xxx-xxxx

E-mail Address:

jane.doe@xyz.com

Phone:

(703) xxx-xxxx

Detailed position: Information Assurance Program Manager

Overview of organization: xxxx

Duties to be performed: Develop, implement and enforce policies and procedures reflecting the legislative intent of applicable laws and regulations for the network environment. Prepare and maintain plans, instructions, guidance and standard operating procedures concerning the security of network systems operations.

Length of detail: xxxx

Name and Title of ITEP Supervisor:

Mary Jane Smith, Director of Information Assurance Operations

Phone Number: (703) xxx-xxxx

Continued service: Upon termination of participation in the ITEP, DoD employee will remain in the employment of the lending organization for a period of time equal to the length of the total completed ITEP assignment period (i.e., original assignment plus all extensions) with the engaging organization. In the event the employee fails to carry out the continued service requirements (except for good and sufficient reason) the employee shall be liable to the United States for payment of all expenses of the assignment, e.g., travel, training, transportation, etc.

Initials: _____ (DoD Implementing Organization Authorizing Official)
 _____ (Private Sector Organization Authorizing Official)
 _____ (Employee)

Return to DoD Implementing Organization: The employee shall return to the lending organization to the position of record at the time of return.

Initials: _____ (DoD Implementing Organization)
 _____ (Private Sector Organization)
 _____ (Employee)

Duration: Employees will be detailed for not less than 3 months nor more than 12 months, with extension in 3-month increments, for a total of not more than 1 additional year. In accordance with 5 U.S.C. Chapter 37, there is a lifetime limit of 6 years on the total number of years a Federal employee may be detailed under this part. However, Heads of DoD Implementing Organizations or their designees may request a waiver of this provision from the Office of Personnel Management. Details may not be approved or extended after December 17, 2007. Individuals serving on details prior to December 17, 2007, may continue to do so if the detail began or was extended on or before December 17, 2007.

Initials: _____ (DoD Implementing Organization)
 _____ Private Sector Organization)
 _____ (Employee)

Employee performance: Employee must maintain a satisfactory level of performance to successfully participate in the ITEP experience. An initial performance assessment shall be completed 90 days after the ITEP start date and every 90 days thereafter. Either the Private Sector Organization or the DoD Implementing Organization may recommend withdrawal of an employee whose progress or conduct proves unsatisfactory for the purpose of the program.

Initials: _____ (DoD Implementing Organization)
 _____ (Private Sector Organization)
 _____ (Employee)

Terms and conditions: The DoD employee engaged on an ITEP detail:

1. Retains employee rights and benefits associated with his/her status, e.g., leave accrual; promotion consideration; retirement benefits; health, life and long-term care insurance benefits; and pay increases;
2. Retains coverage for purposes of the Federal Tort Act and injury compensation described in 5 U.S.C. Chapter 81; and

3. Is subject to any action that may impact the employee's position while he/she is detailed.

Initials: _____ (DoD Implementing Organization)
 _____ (Private Sector Organization)
 _____ (Employee)

Terminating the agreement: Any party to this agreement, by prior written notice of not less than 30 calendar days to the other parties may terminate the agreement, when so doing is in the best interest of the initiating party. A DoD employee who terminates this agreement may be liable for repayment of all expenses of the assignment pursuant to 5 U.S.C. Section 3702 (b)(2).

Initials: _____ (DoD Implementing Organization)
 _____ (Private Sector Organization)
 _____ (Employee)

 Signature Date _____ Signature Date _____

**DoD IMPLEMENTING
 ORGANIZATION AUTHORIZED
 APPROVING OFFICIAL**

**PRIVATE SECTOR
 ORGANIZATION AUTHORIZED
 APPROVING OFFICIAL**

 Signature Date _____

EMPLOYEE

Privacy Act Statement

Implementing Organizations must include an appropriate Privacy Act Statement on their ITEP Agreement Forms

SAMPLE Private Sector to DoD ITEP Implementing Organization Agreement

INFORMATION TECHNOLOGY EXCHANGE PROGRAM (ITEP)
AGREEMENT UNDER 5 U.S.C. CHAPTER 37 AND 5 CFR PART 370 AMONG

XYZ Company
(Lending Organization)

AND

DoD Implementing Organization
(Engaging Organization)

AND

John Doe, Information Assurance Program Manager, (703) xxx-xxxx
(Private Sector Employee's Name, Title and Phone Number)

Lending Organization Name/Address:

XYZ Company
1250 Eisenhower Avenue
Sterling, VA 23222-2939

Engaging Organization Name/Address:

Civilian Personnel Management Service
1400 Key Blvd.
Arlington, VA 22209-5144

Name and Title of Responsible Official:

Jayne Doe, Chief of Federal Relations

Name and Title of Responsible Official:

Tom Smith, Director

E-mail Address:

jdoe@xyz.com

Phone:

(703) xxx-xxxx

E-mail Address:

tsmith@xxxx.osd.mil

Phone:

(703) xxx-xxxx

Detailed position: Information Technology Specialist (Information Security), GS-2210-13

Overview of organization:

Duties to be performed:

Length of detail:

Name and Title of ITEP Supervisor:

Robert C. Smith, Computer Operations Director

Phone: (703) xxx-xxxx

Reimbursable salary: _____YES _____NO

If yes, state the amount of payment to be made under the agreement: _____

Initials: _____ (Private Sector Organization Authorizing Official)
 _____ (DoD Implementing Organization Authorizing Official)
 _____ (Employee)

Return to Industry: The employee shall return to the lending organization to the former or comparable position.

Initials: _____ (Private Sector Organization)
 _____ (DoD Implementing Organization)
 _____ (Employee)

Duration: Employees will be detailed for not less than 3 months or more than 12 months, with extensions in 3-month increments, for a total of not more than 1 additional year.

Initials: _____ (Private Sector Organization)
 _____ (DoD Implementing Organization)
 _____ (Employee)

Employee performance: Employee must maintain a satisfactory level of performance to successfully participate in the ITEP experience. An initial performance assessment shall be completed 90 days after the ITEP start date and every 90 days thereafter. Either the Private Sector Organization or the DoD Implementing Organization may recommend withdrawal of an employee whose progress or conduct proves unsatisfactory for the purpose of the program.

Initials: _____ (Private Sector Organization)
 _____ (DoD Implementing Organization)
 _____ (Employee)

Terms and conditions: Private Sector Employees serving with DoD on an ITEP detail are bound by federal law regarding various aspects of their professional conduct. The terms and conditions shown here apply. The private sector employee:

1. Does not have any right or expectation for DoD employment solely on the basis of his or her detail.
2. May not have access to trade secrets or any proprietary or nonpublic information which is of commercial value to the private sector organization from which he or she is detailed.
3. Is subject to any existing, new, or amended regulations as prescribed by the President.
4. Is covered by 5 U.S.C. chapter 81, Compensation for Work Injuries, as approved in 5 U.S.C., Section 3704(c).
5. Is an employee of the DoD Implementing Organization for purposes of:
 - a. suitability, security and conduct (5 U.S.C., Chapter 73)
 - b. title 18 sections:
 - 1) 201—Bribery of public officials
 - 2) 203—Compensation for representation

- 3) 205—Representation to the Government
- 4) 207—Restrictions on former officials/employees
- 5) 208—Personal financial interest
- 6) 209—Supplementation of salary of government officials
- 7) 603—Making political contributions
- 8) 606—Intimidation to secure political contributions
- 9) 607—Place of solicitation
- 10) 643—Accounting for public money
- 11) 654—Converting property of another
- 12) 1905—Disclosure of confidential information generally
- 13) 1913—Lobbying with appropriated money
- c. sections 1343, 1344, and 1349(b) of title 31.
- d. the Federal Tort Claims Act and any other Federal tort liability statute.
- e. the Ethics in Government Act of 1978.
- f. section 1043 of the Internal Revenue Code of 1986
- g. section 27 of the Office of Federal Procurement Policy Act

Initials: _____ (Private Sector Organization)
 _____ (DoD Implementing Organization)
 _____ (Employee)

Terminating the agreement: Any party to this agreement, by prior written notice of not less than 30 calendar days to the other(s) may terminate the agreement, when so doing is in the best interest of the initiating party.

Initials: _____ (Private Sector Organization)
 _____ (DoD Implementing Organization)
 _____ (Employee)

 Signature Date _____ Signature Date _____

**DoD IMPLEMENTING
 ORGANIZATION AUTHORIZED
 APPROVING OFFICIAL**

**PRIVATE SECTOR
 ORGANIZATION AUTHORIZED
 APPROVING OFFICIAL**

 Signature Date _____

EMPLOYEE

Privacy Act Statement

Implementing Organizations must include an appropriate Privacy Act Statement on their ITEP Agreement Forms

Individual Development Plan (IDP) Sample Format

ITEP EMPLOYEE PLAN			
Employee/Detailee Name:			
Type of Appointment (DoD Employees only) Competitive Service <input type="checkbox"/> Excepted Service <input type="checkbox"/>		Title:	
Current Annual Salary:	Phone:	Email Address:	
Home Address:			
Business Address:			
Synopsis of Current Duties Assigned:			
Name of Employee's Current Supervisor:			
Title:	Phone:	Email Address:	
Supervisor's Business Address:			
Duration of Initial Exchange Period: _____ months		Start Date:	End Date:
Terms Under Which An Extension May Be Granted:			
Name of Supervisor for Exchange Period:		Lending Organization <input type="checkbox"/> Engaging Organization <input type="checkbox"/>	
Title:	Phone:	Email Address:	
ITEP Supervisor's Business Address:			
ITEP Assignment Goals and Objectives:			

TOOLKIT FOR DOD ITEP IMPLEMENTATION

Individual Development Plan	
Core Competencies to Be Acquired/Enhanced	Technical Skills to Be Acquired/Enhanced
1.	1.
2.	2.
3.	3.
Description of Duties/Project/Work to Be Completed:	
Describe Type of Supervision:	

Privacy Act Statement

Implementing Organizations must include an appropriate Privacy Act Statement on their ITEP Agreement Forms

APPENDIX A: Semi-annual ITEP Report

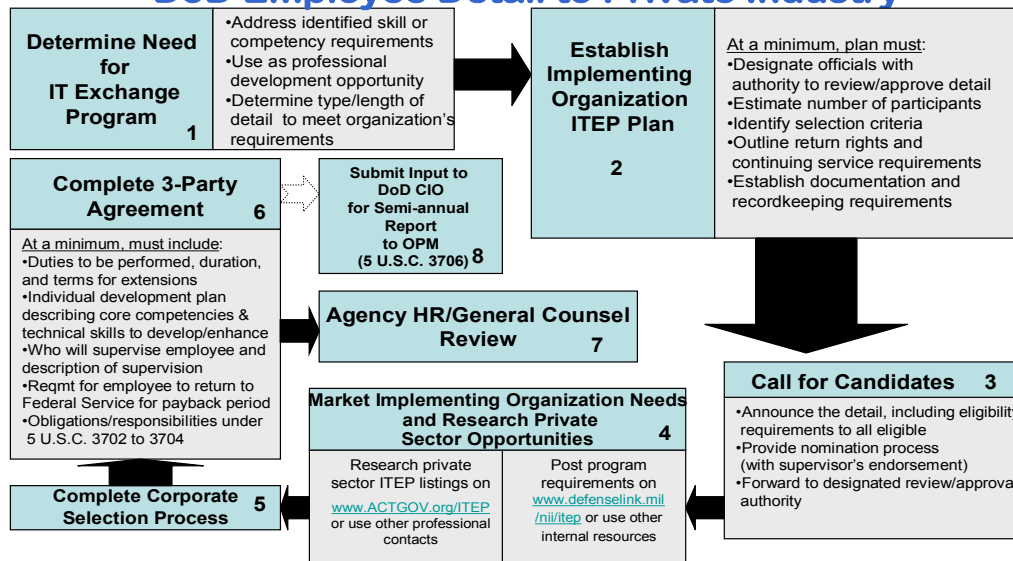
Semi-Annual ITEP Reporting Format for Period Ending March ____ 2006 ____

Name of Implementing Organization	Component Organization	Name of DoD Detailee	Name of Private Sector Organization (PSO) <i>Small Business (Y/N)</i>	Term of Assignment Mo/Yr to Mo Yr	Objectives of Assignment	Position Assigned From (title, series, grade/pay level)	Position Assigned To (title, series, grade/pay level, and duties assigned)
Army	CECOM	Mary Spratt	XYZ Corporation (N)	Mar 06 /Jun 06	Improve skills in firewall intrusion detection and prevention	Network Administrator, 2210, GS12	Network Administrator, Mid-grade
Name of Implementing Organization	Component Organization	Name of Private Sector Organization (PSO) Detailee	Name of PSO	Term of Assignment Mo/Yr to Mo Yr	Objectives of Assignment	Position Assigned From (title, series, grade/pay level)	Position Assigned To (title, series, grade/pay level, and duties assigned)

APPENDIX B: Implementing Organization ITEP Process

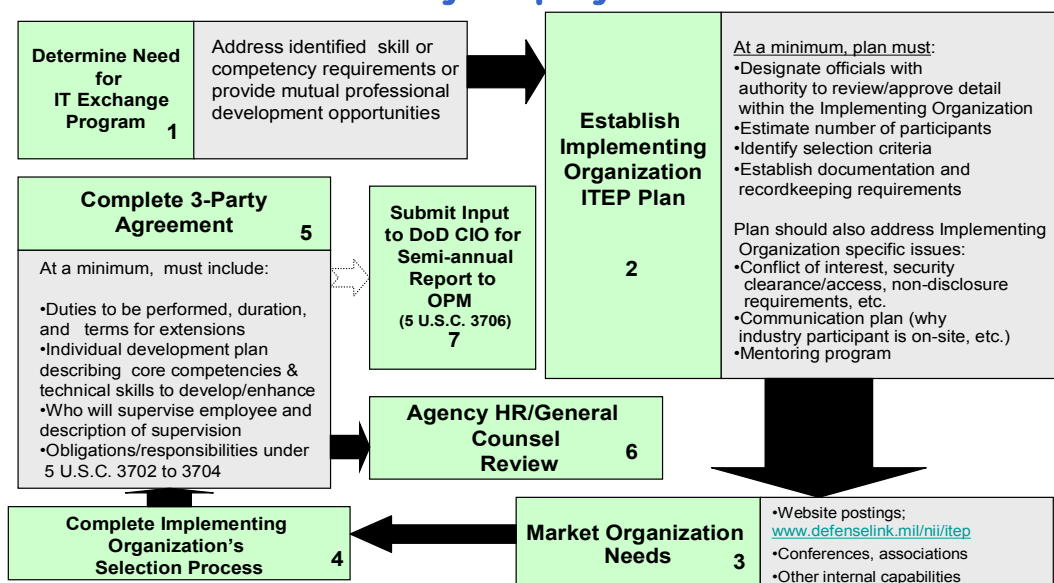
Summary of Implementing Organization Actions

DoD Employee Detail to Private Industry



Summary of Implementing Organization Actions

Private Industry Employee Detail to DoD



APPENDIX C: DoD ITEP Implementation Policy Letter



OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301

August 31, 2006

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF
DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND
EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Information Technology Exchange Program Implementation
within the Department of Defense

The E-Government Act of 2002 (Public Law 107-347) amended title 5, United States Code, to establish provisions for an Information Technology Exchange Program (ITEP) to enable industry-to-government and government-to-industry temporary personnel details within the field of Information Technology Management (ITM). The purpose of the ITEP is to enhance the skills of both Federal civilian and private industry IT employees through cooperative professional development opportunities which enable both sides to share, rather than compete for, critical IT expertise. By sharing best practices, talented and imaginative IT professionals will improve both Government and Industry performance and gain a better understanding of each other's needs. Additionally, ITEP is an outstanding means to fulfill the President's Management Agenda objective to reduce skill gaps in mission critical occupations and competencies.

The Department of Defense (DoD) Chief Information Officer (CIO), in coordination with the Under Secretary of Defense for Personnel and Readiness (USD (P&R)), is responsible for career development oversight for DoD's IT workforce. The DoD CIO is responsible for ITEP implementation policy guidance and



procedures and will provide required reports to the Office of Personnel Management through USD (P&R).

The heads of the Military Departments, the Office of the Inspector General of the Department of Defense, the Defense Agencies and DoD Field Activities, and other organizations within the Department of Defense with independent appointing authority for themselves and their serviced organizations (hereafter referred to as "Implementing Organizations") are authorized to establish IT Exchange Programs to detail civilian ITM employees to the private sector and/or accept ITM personnel details from private industry. Participating Implementing Organizations are to establish an ITEP plan, complete formal ITEP agreements, comply with the small business appointment requirements described in title 5, United States Code, Chapter 37, and submit semi-annual participation reports to the DoD CIO by March 31st and September 30th each year, beginning September 2006.

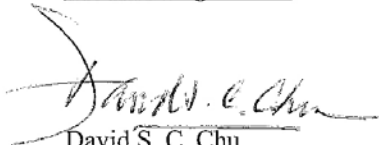
Nominated employees must be high performing IT Management professionals who are expected to assume increased responsibilities in the future. The minimum grade level for government employee participation is GS-11 or equivalent. All participating personnel, whether DoD or private sector employees, shall be counseled on applicable conflict of interest statutes, standards of ethical conduct, and other personal behavior requirements upon commencement of their ITEP assignments.

Personnel assignments under ITEP can be 3 months to 1 year in length, with extensions in 3-month increments, for a total of not more than 1 additional year. Under the current E-Government Act guidance, ITEP is only authorized through 2007. Thus, Implementing Organizations may not approve or grant new extensions after December 17, 2007; although, any individual serving on a detail or extension which commenced on or before December 17, 2007, may complete the assignment in full.

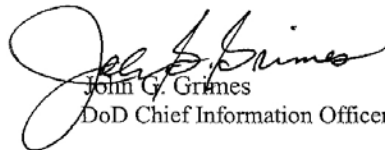
A DoD CIO website, www.defenselink.mil/nii/itep, is available to assist in implementing ITEP within the Department of Defense. The website contains policy documentation and the attached DoD ITEP Implementation Toolkit which, together with Implementing Organizations' ITEP Plans, constitute the overarching DoD ITEP Plan. There are also links to the Office of Personnel Management ITEP policy and guidance, and the Industry Advisory Council's website, which is hosting private sector personnel detail opportunities.

Implementing Organizations must submit their ITEP plan and point of contact information to the Office of the DoD CIO prior to implementation of the program.

For additional information or assistance, please contact Mr. Ned Kieloch at (703) 604-1489, ext 108; DSN 334-1489, ext 108; or via email at ned.kieloch@osd.mil.



David S. C. Chu
Under Secretary of Defense
Personnel and Readiness



John G. Grimes
DoD Chief Information Officer

Attachment:
As stated